

Texas Department of State Health Services Offender Education Administrator/Instructor Inservice

*Richardson (Dallas), Texas
August 3-5, 2016*

Texas Department of State Health Services would like to invite all instructors for Texas DWI Education, Drug Offender Education, DWI Intervention, and Alcohol Education Program for Minors to the Offender Education Inservice on August 3-5, 2016 at:

**University of Texas at Dallas
T.I. Auditorium
Engineering and Computer Science Building (ECSS 2.102 on map)
800 West Campbell Road
Richardson, TX 75080
972-883-2222 (for driving/parking inquiries ONLY)**

This inservice will provide 20 courtesy LPC CEUs that may be used toward your other licenses; please check with your licensing board to ensure these hours will be accepted. Three of these hours will be Ethics. Probation Officers must have their continuing education certificate approved by their chief to obtain hours. TCOLE has indicated they will also accept the continuing education hours for peace officers, with proper approval from your department/agency. DSHS does not maintain copies of the courtesy certificates issued to attendees, so please keep track of the one that will be provided at the end of the inservice.

This inservice will begin **promptly on Wednesday, August 3 at 8:30 am and will conclude by 3:30 pm on Friday, August 5** for ALL INSTRUCTORS in ALL PROGRAMS. **All instructors must attend all three days.** In order to obtain credit for this inservice and the certificate of completion, all participants are required to be on time and complete all applicable sessions *in their entirety*--participants arriving late or leaving early will not be credited with the inservice. A cafeteria is available in the nearby Student Union Building ("SU" on map). You are also welcome to bring your own snacks and drinks, as no food can be provided by the agency. Please provide your email address on the registration form, as we will only confirm or provide new information via email. We also encourage you to bring a jacket to the inservice, as temperatures in the room may be cool and not easily controlled, as well as business cards for networking with other instructors. Parking is free and generally is in the lots bordering Floyd Road on the East side of campus; more detailed parking information and a parking pass will be forwarded by email as it becomes available closer to the date of the inservice. If you do not include your email, you will not be notified of more information.

Enrollment is limited and admittance will be based on a first-come-first-serve basis – when room capacity is reached, registration will be closed. If a minimum number of registrations are not received, the inservice may be canceled; we recommend not making non-refundable travel arrangements or reservations. The cost of the training is **\$100.00 for each type of inservice you are attending. ALL FEES ARE NON-REFUNDABLE and a \$100 transfer fee will apply for payments transferred to another inservice.** **A \$100 late fee will be applied to payments received after the deadline of July 20, 2016. DO NOT SUBMIT PAYMENT TO DEPARTMENT OF STATE HEALTH SERVICES—please follow the instructions below.**

Please complete the Registration Form and submit it to DSHS no later than July 20, 2016. Nonrefundable payments are to be submitted to Texas A&M University--Commerce along with the attached invoice, no later than July 20, 2016. If the registration form is not received by DSHS, you will not be registered or allowed into the inservice. Once your payment and registration form have been received by the appropriate agencies, you are considered registered. Absolutely no registrations or payments will be accepted after 5pm on Monday July 25, 2016. If you have questions concerning the inservice, please contact Offender Education at 512-834-6628, x2129.

Attendance Policy: Because of accrediting agency guidelines, **partial credit will not be given.** To receive a certificate of completion and credit for the inservice(s), *all sessions* must be attended in their *entirety*, and participants must be on time each day.

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August 3-5, 2016 ▲ Richardson, Texas

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Inservice Site: **University of Texas at Dallas**
 T.I. Auditorium
 Engineering and Computer Science Building (ECSS 2.102 on map)
 800 West Campbell Road
 Richardson, TX 75080
 972-883-2222 (for driving/parking inquiries ONLY)

Directions: **A map with directions to the University of Texas at Dallas is located at:**
 <http://www.utdallas.edu/directions/>

Lodging: **Lodging arrangements will be the attendees' responsibility.**
 A map of Texas government contract hotels is located at: [TX Government Contract Hotels](#) – they *may* honor the State of Texas rate if you show proof of attendance at this inservice. Hotels listed on the UTD website may be found here: [Hotels listed on UTD website](#)

Parking: **Parking is free at The University of Texas at Dallas and *generally* is in the lots bordering Floyd Road on the East side of campus. A map about parking is located at <http://www.utdallas.edu/maps> and a printable map is located at <http://www.utdallas.edu/pdf/campusmap.pdf>. As more information about parking become available, it will be forwarded through [email](#). If you do not include email on your registration, any new information will not be provided to you. Parking permits will be emailed closer to the date of inservice.**

Food: **Lunch will be on your own. A cafeteria is available in the nearby Student Union Building (“SU” on map). You are also welcome to bring your own snacks and drinks, as food may not be provided by the agency. A list of restaurants near The UT-Dallas Campus is located at: [Restaurants near UTD](#)**

Daily Schedule: **Inservice for ALL Instructors**

Wednesday, August 3, 2016	8:30 am - 5:00 pm
Thursday, August 4, 2016	8:15 am - 5:00 pm
Friday, August 5, 2016	8:15 am – 3:30 pm

The Engineering and Computer Science building is indicated by the black marker on the map below.



ECSS and Student Union building indicated below.



DSHS Administrator/Instructor Inservice Registration Form
Please complete ALL items and PRINT clearly –Return this form to DSHS by July 20, 2016

Name _____

Home Address _____

City _____ State _____ Zip _____

Home: _____ Work: _____

Fax: _____ Email: _____

Cell: _____ Birthday (required) mm/dd/yyyy: _____

Program Name: _____ Program Number: _____

Program Address _____

City, State, Zip _____

Program Phone Number: _____

Inservice – August 3-5, 2016
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Please check the inservice(s) that you will be attending – return form to DSHS by July 20, 2016

☐

DWI Education

☐

DWI Intervention

☐

Drug Offender

☐

AEPM

Instr. Certification #: _____

By my signature, I agree that I will attend the Texas Offender Education Inservice(s) as indicated above.

Signature: _____

Mail completed registration form to: Texas Department of State Health Services
Offender Education
PO Box 149347, MC 1982
Austin, TX 78714-9347
offendered@dshs.state.tx.us
(512) 834-4550

Or email to:

Or FAX to:

>>> NO registrations will be accepted after 5pm on Monday, July 25, 2016 <<<

If a minimum number of registrations are not received, the inservice may be canceled; we recommend not making non-refundable travel arrangements or reservations.

INVOICE – DSHS Offender Education Inservice

PAYMENT DEADLINE: July 20, 2016

Name _____

Home Address _____

City _____ State _____ Zip _____

Home: _____ Work: _____

Fax: _____ Email: _____

Enclosed is my **non-refundable** inservice payment to: **Texas A&M--Commerce**

Agency Voucher ☐ Money Order ☐ Agency Check ☐

PO# _____

Or pay online at:

https://secure.touchnet.com/C20206_ustores/web/store_cat.jsp?STOREID=55&CATID=197

Please indicate here ☐ if you have paid online and submit this invoice to TAMU-Commerce at the address below.

Please check below to indicate which inservice(s) you will be attending on August 3-5, 2016:

_____ DWI Education Inservice _____ Drug Offender Education Inservice

_____ DWI Intervention Inservice _____ Alcohol Education Program for Minors Inservice

**** Cost is \$100 per inservice ****

Number of Inservices: _____ X \$100/inservice = \$_____ Total

A \$100 late fee will be assessed on payments received after July 20, 2016.

Absolutely NO payments will be accepted after 5pm on Monday, July 25, 2016.

All payments/fees are non-refundable; a \$100 transfer fee will apply if payment is transferred to another inservice.

If a minimum number of registrations are not received, the inservice may be canceled; we recommend not making non-refundable travel arrangements or reservations.

**PLEASE MAIL INVOICE WITH
PAYMENT TO**



Dr. Lavelle Hendrix
Texas A&M University-Commerce
Department of Counseling
PO Box 3011
Commerce, TX 75428
903-886-5631
Tabitha.Triplett@tamuc.edu

For payment inquiries only:

IMPORTANT: please indicate on the memo line of your check which inservice(s) you are attending

**** DO NOT SEND PAYMENT TO DEPARTMENT OF STATE HEALTH SERVICES ****